

From: Tour Office General Account
Sent: Thursday, June 14, 2007 9:24 AM
To: Hodge, Jennifer
Subject: Tour Information & Guidelines

TOUR INFORMATION & GUIDELINES

A copy of this should be given to all teachers with your group. Teachers and adults are responsible for the behavior and safety of children they bring into the building.

BEFORE YOU ENTER THE BUILDING....

1. Bus drop-off and parking – There is no “Guest Parking” or “School Bus” parking designated for the Statehouse. Drivers need to bring visitors to the West doors of the Statehouse via Robert D. Orr Plaza (the only access to this street between the Government Centers is off of the north lanes of West St.). Buses can park at the Indianapolis Zoo for a fee of \$5.00. The zoo is west on Washington St. about 1 mile. Buses must be locked if the driver leaves the vehicle at the Zoo. Smaller vehicles may choose any parking garage in the area near the Statehouse. **Under no circumstances may buses remain parked on Robert D. Orr Plaza or on Senate Ave.**
There are a limited number of handicapped spaces on Senate Ave, Robert D. Orr Plaza and Ohio Street. The only handicap access to the Statehouse is the west door off of Senate Ave. For maps showing the downtown area and parking garages go to the following website (www.indydt.com/maps).
2. The **only** public access to the building is the west, lower doors **or** the east doors at the top of the steps. Be prepared to go through metal detectors and to have bags, backpacks and purses searched. This may take additional time prior to your tour; please account for this in your planning.
3. Lunches cannot be stored in the Statehouse during your tour. Arrangements can be made to eat lunch in the cafeteria by calling 317-233-4354 ahead of time. You must drop off lunches at the cafeteria prior to your tour if eating later; the cafeteria is in the lower level, middle, of Government Center South (building on your right as you travel up Robert D. Orr Plaza) and can be reached via a lower level courtyard entrance. If you are eating somewhere else following your tour, please make arrangements for the storage of your lunches. Military Park is just to the west and has some picnic tables. Picnicking on the Statehouse Grounds is prohibited.
4. There is no coat room so if you do not want to carry coats or packages, please leave them on the bus or in your vehicles.
5. Remind the group that they need to enter the building quietly (they will be walking past working offices) and to dispose of food, drink and gum (not allowed on tour).

UPON ENTERING THE BUILDING...

1. If you arrive prior to your scheduled tour time, and need to take a restroom break, please reassemble your group in the Rotunda as quickly as possible.
2. While in the building, adults with a group need to keep children from running, loud talking and from standing too close to our low upper floor banisters.
3. The directions of the Tour Guides always need to be followed; we reserve the right to end a tour at any time if the group is not receptive or cooperative.
4. Cell phones and pagers need to be turned off or put on a vibrate mode; if someone needs to take an emergency call, we ask that they step outside of the room we are visiting.
5. We often visit Executive offices and Legislative chambers and need to make sure that no one touches anything, opens any drawers or disrupts anything found on any desk. Help us preserve the right to visit these spaces.
6. Cameras, including those with flash, are permitted.

UPON LEAVING THE BUILDING...

Groups need to remain quiet as they exit the building. This is often a time when students feel the tour is over and they can resume conversations; you will be leaving past the same offices you were near when you came in. Loud groups are very disruptive to the State workers in these offices.

We are looking forward to having your group here at the Indiana Statehouse!